

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I –  
Laundry, Food and Supply

SALARY GROUP: B17

DEPARTMENT: Laundry, Food and Supply

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Ronald A. Hudson DATE: 07/07/2015

POSITION #: 009058

**I. JOB SUMMARY**

Performs routine consultative services and technical assistance work. Work involves assisting in planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public; and training others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Participates in program planning, development, and implementation of the Laundry, Food and Supply programs; and assists in conducting surveys, inspections, and reviews to determine compliance with laws, regulations, policies, and procedures.
  - B. Assists in providing consultative services to plan, implement, and monitor effective programs; makes site visits; and assists unit staff in determining trends and resolving technical problems.
  - C. Assists with studying and analyzing operations and problems and prepares reports of findings and recommendations; assists in recommending activities to produce a more effective program; assists in the development of program policies and procedures; and assists in preparing justifications for the implementation of procedural and policy changes.
  - D. Assists in conducting special investigations, audits, program analyses, and research studies; assists in the preparation of annual and special reports, studies, and specialized research projects; and assists in the preparation of budget requests and in the procurement of program items.
  - E. Assists in the preparation of training and operational manuals, educational materials, and information programs; and provides training and technical assistance on program services.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Public Administration, Hotel or Restaurant Management, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

Equivalent technical or trade school courses in the field of culinary, hotel, or restaurant management may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

2. Three years full-time, wage-earning auditing, inventory management, laundry or food service administration, program administration, technical program support, or program evaluation experience.
3. Correctional food service or institutional laundry experience preferred.
4. Correctional custody or law enforcement experience preferred.

**B. Knowledge and Skills**

1. Knowledge of audit procedures and inventory management methods.
2. Knowledge of the principles and practices of public administration and management.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.

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Page 3 of 3

9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to develop and evaluate administrative policies and procedures.
11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill to review technical data and prepare technical reports.
13. Skill to train others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.